

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 15, 2002

SECRETARY'S MEMORANDUM 1020-052

ESTABLISHMENT OF THE HOMELAND SECURITY STAFF

1 INTRODUCTION

The President has made homeland security the Administration's top priority. Through Executive Order 13228, dated October 8, 2001, and Homeland Security Presidential Directive-1, dated October 29, 2001, the President directed Departments and agencies to make homeland security their top priority also. In response, USDA established a Homeland Security Council with three programmatic sub-councils.

2 ACTIONS ORDERED

It is ordered hereby that the Homeland Security Staff (HSS) is established as a part of the Office of Executive Operations. The HSS will be headed by a Director, who will be responsible for providing overall leadership and coordination of programs to plan for and respond to major natural and terrorist emergencies and threats. The HSS is delegated authority for the following primary functions:

- Coordination with mission areas/agencies (hereafter referred to as mission areas) of policy formulation, response plans, reporting and action assignments to meet acute and major threats to the food and agriculture system, and to key USDA assets;
- Activation of the USDA incident management system and the Federal Response Plan responsibilities in the event of a major incident;
- Oversight of USDA nationwide policies and procedures related to homeland security;

- Coordination with the Office of Homeland Security and other federal agencies and public and private organizations, as required;
- Collaboration with the National Security Council, the Office of Homeland Security, the Office of Management and Budget, the USDA mission areas, the Office of Budget and Program Analysis and the USDA Homeland Security Council on the development and submission of a coordinated budget request for homeland security;
- Staff support to the Homeland Security Council;

There is hereby established the position of Director, HSS, reporting to the Deputy Secretary. The Director is responsible for managing all activities of the HSS.

It is hereby ordered that functions currently assigned to the Office of Crisis Planning and Management and not delegated to the HSS be transferred to the Office of Procurement and Property Management (OPPM), reporting to the Assistant Secretary for Administration. These major functions transferred to OPPM include: the USDA continuity of operations program, continuity of government plan, the USDA personnel security program (security clearances and suitability investigations), and the USDA program to safeguard classified materials, including ensuring that the programs and training for these activities are in place.

It is hereby ordered that the lead responsibility for hazardous materials management and federal facilities compliance as outlined in 7 CFR 2.25 shall be assigned to the Assistant Secretary for Administration. These authorities shall be redelegated to the Director, OPPM, and may be redelegated by the Director, as appropriate.

3 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

The Assistant Secretary for Administration and the Director of the Office of Budget and Program Analysis are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4 TERMINATION

This Memorandum shall remain in effect for 1-year, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

Ann M. Veneman
Secretary